



**CERTIFICATION PROGRAMME
in
CAREER GUIDANCE & COUNSELLING**

SERAC
education
ANCHORED IN EXCELLENCE

SERAC EDUCATION PVT. LTD.

A 1201/02, Kailash Business Park, Hiranandani-Vikhroli Link Road,
Vikhroli West, Mumbai, Maharashtra 400079

www.ollato.com, info@ollato.com, info@seracedu.com

Telephone: +91 22 49676677 +91 9967153285

PROGRAMME OBJECTIVES

- To create a certified professional in the field of career guidance and counselling
- To provide information to the learner to understand the concept of Career Guidance & Counselling
- To Identify Career counselling, Career counselling process
- To Study the theoretical base for therapeutic approaches in Career counselling

TARGET GROUP OF LEARNERS

- Those candidates who have qualified in the bachelor degree or other certificate holder
- Those who are working in any organization or self-employed and wish to continue their studies
- Those who wish to improve their career and to meet potential opportunities
- Those candidates who are not able to join the regular courses in the colleges for various personal reasons

DURATION OF THE PROGRAMME

The duration of the Career Guidance & Counselling Certification Programme shall be

- 24+ Hours (12 Hours per week) through the Online & Offline channel.
- 09 Units / Module to be covered in sessions (Total 12 Units)

INSTRUCTIONAL DELIVERY MECHANISM

- Through Face to Face and Online Contact programme
- By providing printed Self Instructional Materials
- By providing a live session on Zoom / YouTube of specific lessons
- Lab work during specific days

ADMISSION POLICY

Admission can be taken at any time. There is now an admission time frame. This course is individual friendly, with no time, age, and gender bar. The admission batch will be declared by the organization on the website, from time to time.

ELIGIBILITY

The candidate who has Graduation/Post Graduation Degree/Working Professionals

FEE OF THE COURSE

***Course Cost: 19,999/-** (Training Module, Content, Ollato Test, Manual, Certificate & Guideline)

***Discount in fee is a matter of SERAC EDUCATION PVT. LTD.**

FACULTY

For teaching and mentoring the subject, there will be a team of psychological and subject-related counsellors.

AFFILIATION AND ACCREDITATION

- A- The Asia Pacific Career Development Association
- B- Counsellor Council of India
- C- The Bharatiya Counselling Psychology Association

SESSION GUIDELINE

Mode of Language: English & Hindi
 The platform of Session: Zoom Cloud, Google Class, Microsoft Team and Skype

TIME SLOTS*

A- Morning Session: 10:00 am to 12:00 pm (120 minutes)
B- Afternoon session: 01:00 pm to 03:00 pm (120 minutes)
C- Evening session: 04:00 pm to 06:00 pm (120 minutes)

Candidate must have to join 10 minutes before all session if the session will online and if the session will off line, the candidate must have to present 15 minutes before for session.

Total time slot	120 Minutes
Recap of the session	015 Minutes
Brain storming	010 Minutes
Question & Answer session	015 Minutes
Topic and Agenda covering	070 minutes
Break during the session	010 Minutes

Lectures, Role Plays, Case Studies and some presentations and utilizing modules created by students for interventions. The course will be transacted online due to the restrictions imposed by the pandemic.

At the end of each session, there will be an assignment work, that will be assigned by the subject expert and as per the guideline of the course.

ATTENDANCE

The candidate must have present in all session, there is no permission or relaxation in missing sessions. 100% of attendance is mandatory. If any candidate is not able to attend any session, that session will be covered the next day and batch duration will be extended.

ASSESSMENTS

As per the course – Examinations and/or assignments (e.g., preparation of modules for intervention, review of the literature to look at modules and evidence-based interventions, etc) and presentations) 4 in number, and field practice assessment (utilisation of supervision inputs, concurrent field practice reports and practice skills).

DURATION AND DISTRIBUTION OF COURSE TIME:

24 Hours (02 weeks);

Classes every day 02 hours; Monday to Saturday; or once a week 06 hours on Saturday;

Lecture sessions:

Practical Session:

Case Studies:

Report writing:

Additional activities:

Field visit:

Any enquiries for the Course can be sent at rajeev@seracedu.com, info@ollato.com and

PROCESS OF APPLICATION:

An announcement will be made on the Ollato Website (Serac Education), and the application form will be available online. There is no fee for the application. Application forms along with Curriculum Vitae will be screened and suitable candidates may be called for a brief interview; interviews over the telephone and Skype will be conducted for candidates. Selected candidates will be informed by email within 2 working days of the interview (if interviews are conducted).

FEES PAYABLE:

₹ 19,999.00 per student, if the candidate wants relaxation in the course fee, they must have contact with the office.

(Tuition Fee, Manual and Booklet, Career Assessment Test with Guideline, Certificate)

At the end of every year, the candidate must have a renewal of membership to maintain the quality and standardization of the test and course.